

Memorandum

TO : Registrar/TR

DATE: 17 February 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 6
5 - 14 February 1964

I. SIGNIFICANT ITEMS

None

II. OTHERS

25X1A6a

A. Copy for the January-February issue of the OTR BULLETIN was sent to [REDACTED] on Thursday. We expect distribution to begin about 25 February. The feature article is on writing better letters (and reports); it is largely based on the GSA manual PLAIN LETTERS. Training Officers were urged in the BULLETIN to include on the Form 73 information which will aid AIB in determining who should be enrolled on the numerous occasions when a course is oversubscribed. Training Officers were also reminded of the continuing security problem at Arlington Towers when students enter the FSI premises; they were again asked to brief students from their offices on the exact location of LAS.

25X1A9a

B. Arrangements were made with [REDACTED] A&E Staff, for a computer report on management training for OTR's Management Faculty. It will show on-duty Agency personnel, GS-5 and above, who have had internal or external training in management. To facilitate the narrative reports to be built from the computer line report, information will be shown according to career service designation, by office of assignment of the individual, and by grade.

Arrangements were also made with John for a report on the Introduction to Intelligence Course. This report will list the names of GS-5's and above who have not had IOC. It will follow the same service designation and office breakdown as the management report.

John will also do a report for C/ETB of all information on external training that has been put into the computer as of 31

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December 1963. This will amount to two reports, each showing the training by the institution or facility; the first will show the training of on-duty personnel, the second, the training of those who have since resigned.

25X1A9a C. A proposed schedule of JOT courses for the period July 1964 through June 1966 was drawn up by C/AIB and discussed with [REDACTED]. The schedule showed the addition of spring and fall classes, smaller in number of students than the regular January and July programs. The tentative dates are based on course load and availability of rooms.

25X1A9a D. The Introduction to Intelligence starting 17 February has its capacity 38 students. We were able to accommodate all DDI requests. Since [REDACTED] assistant to the Senior Training Officer DDI, explained the DDI's six-month campaign to "clean up" a requirement that new professionals (those who have been here three years are in this zone of consideration) take the IOC, AIB is giving special attention to applications from DDI Offices, though not at the expense of other offices in the Agency.

25X1A6a

25X1A9a E. C/AIB received a carbon copy of a memorandum sent to C/OS by [REDACTED] DT/[REDACTED] in which he outlined the support procedures to be observed at Headquarters in the organization of the March 1964 Operations and Operations Familiarization courses. The procedures were those used for last September's courses consequently AIB did not have to alter any action already initiated in its support of these courses.

25X1A9a F. [REDACTED] C/OS, and C/AIB screened applicants for the OFC who should attend the Orientation on the Clandestine Services to be given 2 to 6 March, the week before OFC begins. Training Officers will be notified. In addition, the Training Officers of all candidates for OFC, including those not required to attend the Orientation will be notified of the requirement for the candidates to hear the [REDACTED] lecture on "Introduction to Operations Training" scheduled from 1300 to 1440 on Thursday, 5 March.

25X1A9a G. Arrangements were made for [REDACTED] to use 1A-07 at Langley on three days a week for the second part of a testing project she is conducting. This arrangement will not interfere with any other programs that OTR is handling in those rooms.

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25X1A9a Arrangements for a RID Conference Room were made for, and the candidates concerned notified of [REDACTED] briefing for FSI's 17 February Interdepartmental Seminar.

25X1A9a [REDACTED] recommended that we discuss with
25X1A9a [REDACTED] our proposal that control of Rooms 1A-07 and 1A-13 be returned to OTR. The rooms are used almost exclusively by OTR and arrangements with the Office of Logistics Services Division for their use require both frequent telephone calls and written confirmations.

FOIAb3b H. [REDACTED] OCR Liaison Staff for DIA,
25X1A9a was referred to [REDACTED] C/IS, for information on arrangements for a briefing course for DIA analysts. C/AIB recommended the May BULLETIN article on briefing techniques to [REDACTED] a copy of which was sent to him. He plans to review the article with the thought of having it reproduced as a handout; this last action only after he has OTR's approval.

25X1A9a I. Two Support Bulletin articles, one on Briefing Technique and the other on the Government Employees Training Act as it applies to the Agency, were sent to [REDACTED] on Friday, 7 February.

25X1A9a J. Arrangements were made with C/IS to have Mary Jo
25X1A6a [REDACTED] attend the OTR Management course given at [REDACTED] during the week of 9 February.

25X1A9a K. [REDACTED] briefed members of AIB on the evacuation plan for the Broyhill Building, especially as it applies to the Branch.

L. Status of Courses:

Effective Speaking is to start on Monday, 17 February, with 4 students.

Travel Procedures will open on Monday, 17 February, with 19 students; one less than the requested maximum of 20.

An additional running of the Budget and Finance course scheduled 30 March to accommodate oversubscription in the 24 February class is also oversubscribed!

The Basic Writing Workshop starting on 10 March is oversubscribed by four; the limit is 16.

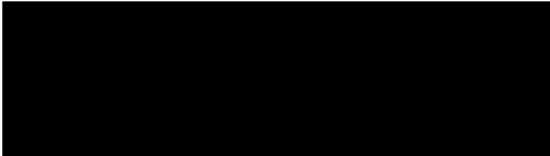
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M. Weekly Attendance. 10-14 February -- ⁶⁸³~~817~~ persons
attended 108 internal OTR courses or programs.

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